

Course challenge exercise

Add safety information, issues, and templates

Continue to develop the ability to manage safety on the Snowdon Towers project by locating and properly importing additional Safety Data Sheet. Add additional locations to the Location Breakdown Structure and link them so all areas on the fourth floor plan are named to allow for more accurate data collection. You'll create new issue types with custom fields and use them to mark and identify safety activity on the floor plan sheets. Convert existing PDF forms into Form Templates in Build with proper workflows and demonstrate the ability to create new safety permits from a template and link it to an Issue on the plan sheets.

Complete the required activities:

- Find three Safety Data Sheets (SDSs) on the internet and add them to the proper folder with an identifiable naming convention.
- Link the Level 4 Location Breakdown Structure to the level 4 floor plan sheet.
- Add individual locations to all the areas on the Level 4 Floorplan.
- Create a new Issue Type called Safety Permit Work.
- Add a custom field to the new issue type called Type of Work that allows a choice between several types of work that commonly require a safety permit.
- Add a Safety Permit Work issue pin in the Stair S3 on Level 4, set the type of work to Hot Work, set the status to Pending, and assign it to your instructor.
- Use the Hot Work Permit Smart Form provided in the course dataset to create a Hot Work Permit Form Template that requires a final sign-off from your instructor before it is closed out.
- Create a Hot Work Permit Form in Build, fill it out, move it to in-review status for your instructor's approval, and attach it to the Safety Permit Work issue pin you added on Level 4.

Success Criteria:

- Downloaded documents are stored in the proper folder.
- All areas on Level 4 floor plan are properly named.
- The Safety Permit Work Issue pin is properly placed, contains the required fields and information, is assigned and set to the proper status.

- The Hot Work Permit Form is set up and filled out correctly, set to the proper status and assigned for final review.

What to Submit:

- When properly completed, your instructor will be able to review your work in the project in Build.

Grading Rubric

	Advanced	Proficient	Basic	Emerging
Import Safety Data Sheets	Properly formatted Safety Data Sheets have been imported to the correct folder and named to make them easy to identify.	Proper Safety Data Sheets have been imported to the correct folder locations but not renamed to be easy to identify.	One or more of the documents are manufacturer instructions instead of properly formatted Safety Data Sheets or SDS's have been imported to the wrong subfolder.	None of the imported documents are Safety Data Sheets, documents are imported to the root folder instead of a subfolder, and not renamed to make them identifiable.
Level 4 Locations	All areas on the Level 4 floor plan are properly named using a correct and complete Location Breakdown Structure.	Location Breakdown Structure is complete but not all areas are marked out on floor plan or areas are marked incorrectly.	Location Breakdown Structure has been modified, but is not complete and not all areas are marked out on floor plan or areas are marked incorrectly.	Location Breakdown Structure is not modified to add any missing areas, causing inadequate location assignments on the plan sheet.
Create, place and assign a new safety issue type	Issue Type is properly created with a custom field containing proper preformatted choices, pin is placed correctly on the floor plan, assigned to instructor and set to proper status.	Issue Type is created , properly placed, assigned, and status set, but is missing the custom field type.	Issue Type is created but missing the custom field and is not categorized as safety. Issue pin is not assigned or status is not properly set.	Existing Issue Type was used which lacks the proper information and workflow.
Create, complete, and link a Hot Work Permit Form to the Issue Pin	New Form Template is properly formatted with final approval workflow set to instructor. Form is properly filled out, set to In Review status and linked to the Issue Pin.	Form Template and required Form are properly formatted, complete and assigned to instructor for final review, but not linked to the Issue Pin or linked to an incorrect issue pin.	Form Template is properly created but Form is incomplete or not started and is not linked to Issue Pin.	Form Template is improperly created causing the Form to have missing information.